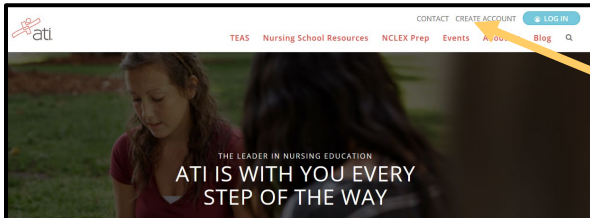


## HOW TO REGISTER FOR THE TEAS® ASSESSMENT

### 1. CREATE A NEW ACCOUNT

If you are not a current user on [www.atitesting.com](http://www.atitesting.com), you must create a new account to access the student portal or to make a purchase from ATI's online store. Follow the steps below to create a new account.



From the [atitesting.com](http://atitesting.com) home page, click **Create Account**.

The Sign In Info page displays.

**Sign In Info** CLOSE

Required\*

Username\*

Letters, numbers, \_@.

Password\*

Max 16 characters

Confirm Password\*

Email Address\*

Confirm Email Address\*

CANCEL Step 1 of 7 CONTINUE

On the Sign In Info page, enter the account information that you will use to sign into your account or to recover your account.

You must enter valid information into all the fields on this screen before you can proceed.

If your entry is not accepted, an error message similar to the one pictured below will display.



Reenter your information. When your entry is accepted, the message will disappear.

After you have entered all your account information, click **Continue** to go to the Security Questions page.

### Security Questions

CLOSE  
Required\*

Security Question 1\*  
What is your favorite food? ▼

Answer 1\*

Security Question 2\*  
Please Select.. ▼

Answer 2\*

Security Question 3\*  
Please Select.. ▼

Answer 3\*

PREVIOUS Step 2 of 7 CONTINUE

On the Security Questions page, select three different security questions, one from each list and enter your answer for each. Be sure to record your questions and answers for your future reference, in case you need to recover your account, or you cannot remember your password.

Click **Continue** to enter your personal information.

### Personal Info

CLOSE  
Required\*

First Name\*  MI  Last Name\*

Address 1\*  Address 2

City\*  ZIP/Postal Code\*

Country\* Please Select.. ▼ State/Province\* Please Select.. ▼

Phone   
(nnn) nnn-nnnn

PREVIOUS Step 3 of 7 CONTINUE

On the Personal Info page, enter your contact information. The following fields are required:

- First Name
- Last Name
- Address 1
- City
- ZIP/Postal Code
- Country
- State/Province

Click **Continue** to enter your Institution information.

### Institution Info

CLOSE  
Required\*

Institution\* Please Select.. ▼

Student ID

Credentials   
PhD, RN, BSN, MSN, MS, NP, AACE

Non-degree seeking

Expected Graduation Date\*   
MM/DD/YYYY

PREVIOUS Step 4 of 7 CONTINUE

On the Institution Info page, select an Institution from the list and if you are seeking a degree, enter a date in *Expected Graduation Date*. All other fields are optional.

Click **Continue** to enter your Demographic Info.

### Demographic Info

CLOSE

Required\*

Gender  
Please Select. ▾

Birth Date\*  
MM/DD/YYYY

Race

- Caucasian/White
- African American/Black
- Native American
- Hispanic
- Asian
- Other

Primary Language  
Please Select. ▾

PREVIOUS Step 5 of 7 CONTINUE

### Subscription, Updates & Notes

CLOSE

Required\*

ATI does not share personal information with any third party without your permission. By creating an Account on the ATI website, you are giving ATI permission to allow the Institution that has arranged for the use of ATI products the ability to view scores affiliated with that Institution and the ability to look up students usernames and passwords in the event that a student forgets. We will share info with you regarding your account, as well as ATI Nursing-specific products and services, events and updates. If you do not wish to receive any of the above correspondence from us, including info regarding your account, you may opt out by deselecting the box below. For more details, please read ATI's [Privacy Policy](#).

Would you like to receive communications from ATI, its affiliates or partners regarding sweepstakes, discounts and other offers, market research, and relevant product updates?

Yes, I consent to ATI using and sharing my information so that I can receive such communication described above.

PREVIOUS Step 6 of 7 CONTINUE

On the Demographic Info page, enter your *Gender*, *Birth Date*, *Race*, and *Primary Language* information. Only *Birth Date* is required.

Click **Continue** to go to Subscription, Updates & Notes.

On the Subscription, Updates & Notes page, read the Subscription, Updates & Notes information.

If you agree to allow ATI to share your information under the terms presented on this screen, select the **Yes, I consent** check box.

Click **Continue** to go to User Terms and Conditions.

On the User Terms and Conditions page, read the information under User Terms and Conditions.

Then select the **Yes, I Agree** check box to acknowledge that you have read the ATI User Terms and Conditions and agree to be bound by them.

Click **Previous** if you want to change any of the information you have entered for your new account.

Click **Register** when you are finished creating your account.

You can now register for the TEAS® Assessment through our Online Store.

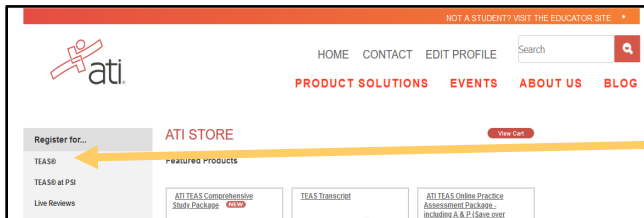
## 2. Sign on to your Account



The Sign On window displays and your new Username is filled in for you. Enter your Password and click **GO** to launch the Student Home page.



Then, from the Student Home page, click **Online Store** in the upper right corner. The ATI Store page displays.



In the *Register for* column, click **TEAS®**. The Registration page displays.

Go to **STEP 2: Register for a TEAS Session** to continue.

### 3. Register for a TEAS Session

 A screenshot of the 'REGISTRATION' page. It prompts the user to 'Please select the city and state and then click Next.' There are four dropdown menus: 'Program Type' (TEAS for Nursing Students), 'Country' (USA), 'State' (Kansas), and 'City' (Overland Park). A red box highlights these dropdowns, and an arrow points from the 'Next' button below to the 'Next' button in the 'BROWSE SESSIONS' page below.

Select a *Program Type*, based on your anticipated area of study:

- TEAS for Nursing Students
- TEAS for Allied Health

From the *Country*, *State* and *City* lists, select the location where you want to sit for the assessment and then click **Next**. The Browse Sessions page displays.

 A screenshot of the 'BROWSE SESSIONS' page. At the top, there are navigation links: 'Previous Page', '1', '2', '3', '4', and 'Next Page'. Below are search filters for 'Location' (All Sites), 'State' (California), and 'City' (Sacramento). There are two session listings. The first listing is for '12/15/2012, Saturday, 9:00 AM - 1:00 PM' at 'CA State Sacramento TEAS V Sacramento, CA' and is marked 'SOLD OUT'. The second listing is for '2/16/2013, Saturday, 9:00 AM - 1:00 PM' at 'ABC University TEAS V Anytown, ST' and has 'Learn More' and 'Register' buttons. A red box highlights the 'Register' button for the second session, with an arrow pointing to it from the 'Next' button in the registration page above.

Do one of the following to register for a session:

- Click the **Register** button associated with the session for which you are registering.
- Click the **Learn More** button to open the Product Details window to view details about the session.

**Note:** If you don't see a suitable location, you can expand your search by selecting **All** for the City and/or State.

**PRODUCT DETAILS**

ABC University, TEAS, Anytown, ST  
6/12/2015, Friday, 8:30 AM-12:30 PM

Test of Essential Academic Skills V (TEAS V) at ABC University  
on June 12, 2015, at 8:30 am.

**TEST LOCATION**  
ABC University Campus  
1234 Any Street  
Anytown, ST 99999  
Bldg A, Room 320

Individuals must present a valid photo ID and the ATI username and password. Please arrive 15 minutes early to the testing site. Those arriving late will not be allowed to test. Individuals taking this test can only register for one location, one testing time. Students are allowed to register for 1 exam per month.

- Calculators are **NOT** allowed
- Bring 2 or more #2 pencils
- Scratch paper will be provided by the testing center

\*Students applying to another institution will be responsible for sending that institution a copy of their results by purchasing a "TEAS transcript" from the ATI Online. If the institution you're applying to is not listed when purchasing a transcript, please contact your school to find out how they prefer to obtain those results. Students applying to this institution will not be required to purchase a transcript.

Please note: By clicking the "Register" button I agree to test on the selected date, I understand that I am responsible for repaying and rescheduling for a new test in the event that I am unable to attend my scheduled date.

[Click Here](#) to purchase TEAS Study Material

- TEAS SELF PAY

Price: \$66.00    Sale Price: \$66.00    Quantity: 1    **Register**

- If you clicked **Register**, skip to the next window.
- If you clicked **Learn More**, you opened this Product Details window. Review the information and then click **Register** to add this session to your online shopping cart or click the back button to go back to your Browse Sessions list.

I understand all TEAS test registrations are final and will not be rescheduled or refunded.

**Yes**    **No**

After you click **Register**, this window displays:

Click **Yes** to continue. Your Shopping Cart displays.

**YOUR SHOPPING CART**

**Continue Shopping**    **Check Out**

Remove	Item	Quantity	Price	Total
<a href="#">Remove this Item</a>	TEAS SELF PAY Item# TEAS SELF PAY Location: ABC University Time: 6/12/2015 8:30:00 AM - 6/12/2015 12:30:00 PM	1	\$66.00	\$66.00

**Additional**    **Description**

**Coupons and Promotions**    Coupons and Promotions can be applied at the payment step.

**Taxes**    Taxes will be calculated when you enter your billing information.

**Shipping**    Final Shipping amount will be calculated for selected shipping method and address.

Subtotal    \$66.00  
Discount    -\$0.00  
Total    \$66.00

**Continue Shopping**    **Check Out**

ATI Does Not Offer Returns. Damaged or defective products will be replaced if sent back to ATI within 30 days of purchase. Please call Customer Service at 1.800.667.7531 FREE for more details.

Review the information on the screen. At this point, you have the following options:

- If all the information is correct and you do not want to purchase additional items, click **Check Out**.
- If you want to make additional purchases, click **Continue Shopping** to return to the Online Store.

**Note:** Supporting TEAS items, such as study aids and extra transcripts, are available from the ATI Online Store. At the Online Store home page, enter **TEAS** in the *Search* field and then click **Go** to display all TEAS-related items.

- If you do not want to purchase the designated assessment, click **Remove this Item**. The session is removed from your Shopping Cart. Click **Continue Shopping** to return to the Online Store. Go back to choose a different TEAS Assessment session.

### ➔ **IMPORTANT:**

**ATI does not offer refunds. Damaged or defective products will be replaced if sent back to ATI within 30 days of purchase. Please call Customer Service at 1.800.667.7531 for more details.**

## 4. Check Out and Pay

### SECURE CHECKOUT

1: Enter Your Address 2: Enter Your Payment Details

Enter your billing and shipping address. Your billing address should match the address on your credit card.

**Billing Address**

First Name   
 Middle Initial   
 Last Name   
 Company Name   
 Campus Name   
 Phone Number   
 Email Address   
 Street 1   
 Street 2   
 Street 3   
 City   
 State   
 Postal Code   
 Country   
 Shipping Address is same as Billing

Enter/confirm your mailing address and provide any additional information and then click **Proceed to Payment Details**. The Secure Checkout: Payment Details screen displays.

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**Note:** If any required information has not been filled in, you will be prompted to provide the information before you are allowed to continue

### SECURE CHECKOUT

1: Enter Your Address 2: Enter Your Payment Details

Please review your order and provide payment information to complete your purchase.

*Note: Shipping to Hawaii or Alaska, or to any country other than the U.S., requires that you choose the Priority Mail USPS option. No orders are shipped on Saturday, Sunday, or any federal holiday.*

**Order Information**

Item	Qty	Price	Total
TEAS SELF PAY			
Item# TEAS SELF PAY Location: ABC University Time: 6/12/2015 8:30:00 AM - 6/12/2015 12:30:00 PM	1	\$66.00	\$66.00

Merchandise Subtotal: \$66.00

Ship By:

Promotion Code:

Discount: -\$0.00

Tax: \$0.00

Shipping: \$0.00

**Total: \$66.00**

**Payment Information**

Payment Method

Billing Address Alissa McCall  
 7500 W 160th Street  
 Stilwell KS 66062  
 US  
 Tel: 9136616468  
 E-Mail: alttestemail@ascendlearning.com

Card Number

Expiration Date

Security Code  [help](#)

I have reviewed my order carefully and confirm that it is accurate and complete. I understand that this order, once placed, is non-cancellable and no returns or funds are available for this purchase. Damaged or defective products will be replaced if sent back to ATI within 30 days of purchase. Please call Customer Service at [1.800.667.7531](tel:18006677531) FREE for more details. Note: You will not be able to submit your order if this box is not checked.

ATI Does Not Offer Returns. Damaged or defective products will be replaced if sent back to ATI within 30 days of purchase. Please call Customer Service at [1.800.667.7531](tel:18006677531) FREE for more details.

If you have a Promotion Code, enter it into the Promotion Code field and then click **Apply Code**.

- In the *Payment Information* section, enter your credit card information.
- Check your address information and click **Edit Address** to change the billing information for your order.
- Read the information to the right of the check box. Then, select the check box to verify that your order is correct and that you have read and agree to the terms of your purchase.
- Click **Submit Order**.

**Assessment Technologies Institute Customer Receipt**

Dear Alissa McCall,

Thank you for your order. Below are details regarding your online purchase.

<b>Order Information</b>	<b>Customer Service</b>
Order Number: 203371	E-Mail: <a href="mailto:onlinestore@ateating.com">onlinestore@ateating.com</a>
Order Date: 6/12/2015 1:56:16 PM	Phone: 1.800.667.7531
Account Number: 22200	
Promotion Code:	
Payment Method: Credit Card	
TransactionID: INV0131165	
Invoice Number: 42240741	

**Billing Address**

Melissa McCallop  
7500 W 160th Street  
Shilwell, KS 68085  
US  
Tel: 9136616468

Qty	Product Number	Item	Description	Price	Ext.
1	TEAS SELF PAY	TEAS SELF PAY	Location: ABC University Time: 6/12/2015 8:30:00 AM - 6/12/2015 12:30:00 PM	\$66.00	\$66.00
				<b>Sub Total</b>	\$66.00
				<b>Discount</b>	-\$0.00
				<b>Shipping (Electronic Delivery)</b>	\$0.00
				<b>Total</b>	\$66.00

**Additional Instructions**

All testers should bring valid state or federal picture identification (driver's license, passport, green card, etc.) as well as their University Student Identification card. You will also need your ATI username and password. Each individual must purchase their own testing reservation. Testing space is limited to 20 students on each testing date. Once the TEAS exam is purchased, there are NO REFUNDS.

After you click **Submit Order**, your Customer Receipt displays. Your receipt includes any additional instructions for your assessment. Your receipt will also be emailed to you to the email address listed in your profile.

[Go back to the top](#)